



**Your Kids.
Your School.
Your Community.**

Public Safety Education &
Enforcement Grant

2016-2018



Solano Transportation Authority,
Safe Routes to School Program
One Harbor Center, Suite 130
Suisun City, CA 94585
707-399-3219
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www.solanosr2s.ca.gov

Application Package Released

March 10, 2016

Letters of Interest

April 7, 2016

Formal Proposals Due

May 13, 2016



METROPOLITAN
TRANSPORTATION
COMMISSION



WHY SAFE ROUTES TO SCHOOL MATTERS

The Solano Safe Routes to School (SR2S) program works to encourage more students to walk and bike to school by identifying and implementing a balance of traffic calming and safety engineering projects, student education, encouragement, evaluation and law enforcement coordination.

The goals of the program are:

- Increase the number of students walking and biking to school
- Reduce traffic congestion around schools
- Increase students' physical activity

The SR2S program brings together city planners, traffic engineers, law enforcement and public health experts to create safer, less congested routes to school. A comprehensive SR2S program incorporates the 5 “Es” – Education, Encouragement, Enforcement, Engineering and Evaluation.

The current round of the Safe Routes to School Education and Enforcement Grant is intended to engage local law enforcement agencies in the Safe Routes to School program, with the goal to increase safety for those walking and biking to school in Solano County.

Applicants are provided with a checklist of eligible activities that support the goals and objectives of this grant opportunity.

ENFORCEMENT PARTNERSHIPS IN SAFE ROUTES TO SCHOOL PROGRAMS

The main goal for SR2S enforcement strategies is to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SR2S programs use to enable more children to walk and bicycle to school safely.

Introducing the third Safe Routes to School Public Safety Education and Enforcement Grant 2016-2018 to aid in:

School site traffic reduction

An increase awareness of traffic safety

An increase in proper driver behavior at school sites during heavy traffic times

An increase in safety for students walking and biking to school



PUBLIC SAFETY EDUCATION AND ENFORCEMENT GRANT: UP TO \$150,000

Individual jurisdictions may apply for a partial amount or up to the full amount of \$150,000. The deadline to submit a Letter of Interest to STA is **April 7, 2016**. Formal Proposals must be submitted to STA by **May 13, 2016**. Grant applications will be reviewed and evaluated by the SR2S Education and Enforcement Grant Evaluation Committee. Grant recipients will be awarded by the STA Board at a future Board meeting.

Letters of Interest and Formal Proposals must be submitted via email (preferred) or postal mail to the SR2S Program Administrator:

Solano Transportation Authority
Attn: Sarah Fitzgerald, SR2S Program Administrator
One Harbor Center, Suite 130
Suisun City, CA 94585

GOALS AND OBJECTIVES:

- Organize and facilitate **public safety educational opportunities** for parents and students to identify successful self-enforcement strategies and messaging.
- **Support** SR2S staff and parents with identifying and solving enforcement issues **at schools** in the SR2S Program.
- **Provide an increased law enforcement** presence around schools during high traffic times, to encourage safe driver behavior.
- **Implement strategies** to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- **Attend and encourage SR2S events** (Walking School Bus, Walking Day, Bike Rodeos, etc.).
- **Identify** activities and programs for agency involvement on the Grant Activities Checklist.

ELIGIBLE APPLICANTS:

City and County departments in Solano County involved in public safety, including but not limited to police departments, fire departments, and county sheriffs may apply for this grant.

The first SR2S Public Safety Enforcement Grant was piloted in 2011 by the City of Suisun City and the City of Fairfield.

Program tasks and activities in the pilot included: the development of crossing guard training materials and DVD, bike rodeo instructional DVD, bike rodeo and event assistance and support, coordination with schools, and directed enforcement at problem schools.



APPLICATION AND EVALUATION PROCESS

The SR2S Public Safety *Education and Enforcement* Grant Program will follow a two-step application and evaluation process that will be overseen by the Safe Routes to School Advisory Committee.

Step one: Letters of Interest

Interested organizations are asked to send a “Letter of Interest” that includes the following components (total of 3 page maximum):

- Identify the project title, name of applicant, project manager, and contact information.
- Describe the proposed project. Using the Activities and Programs Checklist, identify the work to be provided by the applying agency.
- Identify the amount of grant funding requested and any additional department contributions towards the project.

Step Two: Invitation for a Formal Proposal

An evaluation committee consisting of STA staff and a subcommittee of the SR2S Advisory Committee will review the Letters of Interest and contact applicants, as needed, for additional information, clarification, and/or modification. The evaluation committee will identify a smaller number of projects that match the goals of the SR2S program and grant criteria. These applicants will be invited to submit a more formal proposal for further evaluation including:

1. Project Description: Identify the project title, name of applicant, project manager and contact information. Explain the purpose and need for the project, state the specific goals and objectives of the project and explain how they help to advance the goals and objectives set for this grant program. Describe the collaboration required to carry out the scope of work and the actions that will be undertaken to achieve the objectives. Describe the results anticipated from this project.
2. Scope of Work and Schedule: Detail the actions/tasks, work products, estimated completion dates and key partners. Estimate the number of students and parents that could be reached by this project. The scope of this grant will cover 2 school years 16/17 and 17/18.
3. Response to Questions from the Evaluation Committee: Provide a detailed response to questions posed by SR2S staff and the SR2S Advisory Committee as a result of its review of the Letter of Interest for this project.
4. Approach to Evaluation: Describe the method of collecting participant information and feedback from students, parents and school staff. Is the method reasonable given the limited timeframe, and is there potential for the proposal to impact ongoing data collection/evaluation efforts from other sources?
5. Project Cost and Funding: Describe the major resources needed for this project (e.g., staff, consultant, equipment, materials, etc.). Provide a detailed budget that shows total project and cost breakdown for each major task/action, including a cost estimate for the project evaluation. Identify any cost sharing by multiple funding partners.

APPLICATION EVALUATION:

The evaluation committee will qualitatively evaluate proposals based on the following criteria on a low, medium, and high scale:

Potential to increase the safety of students walking or bicycling to school within grant period

Potential to increase the number of students walking and bicycling to school after the grant period, making a sustainable change

Estimated number of students & parents reached, and quality of “reach”

Potential for other public safety departments to replicate or benefit from this project

Cost effectiveness (e.g., dollars per student/parent reached)

Quality of Proposal

After evaluation, the SR2S Advisory Committee will recommend projects for funding to the STA Board (anticipated date June 8, 2016) for award.

STA staff will then draft and enter into funding agreements with grant recipients prior to beginning any grant funded work.

PROJECT REQUIREMENTS

Applicants must meet the following minimum requirements in order to be considered eligible for grant funding:

- Attend at least 2 per fiscal year, quarterly SR2S Advisory Committee meetings to present grant status reports that include participant information & feedback.
- Coordinate grant related activities with SR2S Program Staff.
- Clearly demonstrate the ability to fully implement activities funded by the grant within 24 months of executing the funding agreement (e.g., available officer time).
- Submit an annual report to the SR2S Program Administrator.
- Submit a final report of results and recommended best practices at the end of the grant period.

The second round of SR2S Public Safety Enforcement Grants were awarded in 2014, to the City of Rio Vista and the City of Vacaville in the amounts of \$30,360 and \$60,000 respectively. The City of Rio Vista’s activities included purchasing portable speed feedback/message boards, participating in International Walk to School Day and attending school PTA meetings and assemblies regarding traffic safety. The City of Vacaville’s tasks included updating the crossing guard manual and DVD, and directed enforcement around schools.



ACTIVITIES AND PROGRAMS CHECKLIST:

Use this form of eligible program activities to assist in developing a scope of work. Include this form along with a detailed estimate of costs and work hours for the implementation of the grant. Include an 'other' category for items not included on this checklist.

ENCOURAGEMENT ACTIVITIES				
Attend Walk to School Day Events			Attend Bike Rodeo Community Events	
Attend Walking School Bus/ Walking Day Launch			Attend "Coffee with the Principal" meeting to discuss traffic safety issues	
Walk with a Walking School Bus or a Walking Day route				
ENFORCEMENT ACTIVITIES				
Attend Back to School Night: Provide presentation on traffic safety around schools			Attend local crossing guard training session	
Using existing Crossing Guard training materials, support city and school district crossing guard programs.			Direct Enforcement around schools during drop-off and pick-up times	
EDUCATION ACTIVITIES				
Plan, lead <i>and/or attend</i> a Bike Rodeo event at district school or community wide event*			Develop a safe driver flyer/handout for driver safety laws around schools*	
Develop Traffic Safety Flyers/ Handouts for safe walking and biking to school*			Hold a community wide Safety Fair *(may be multi-agency, including a bike rodeo, traffic safety materials, helmet education and distribution, etc.)	
Provide Safety Assemblies to Schools*			<i>*All education activities should be conducted in partnership with SR2S staff, which includes Solano Public Health and STA program coordinators.</i>	
EVALUATION				
Provide Travel Mode tally for students at local schools			Encourage Schools to participate in the semi-annual Travel Tally Surveys	
INELIGIBLE EXPENSES: Crossing Guard Salaries, Radar Feedback Signs, Incentives/Giveaways, Infrastructure Projects				

SAMPLE OF ACTIVITY AND ENFORCEMENT REPORTING:

To the Solano Safe Routes to School Program:

Narrative of *Education and Enforcement* Grant Activities and lessons learned for the period of:

Submitted by:

Agency:

FOR SCHOOL ACTIVITIES AND COMMUNITY EVENTS

ACTIVITY	NUMBER OF PEOPLE REACHED (IF APPLICABLE)	HOURS BILLED	COST PER HOUR	TOTAL BILLED AMOUNT

FOR DIRECT ENFORCEMENT ACTIVITY

[illegible]

QUESTIONS AND MORE INFORMATION

Any questions regarding the Letters of Interest and Formal Applications should be directed to:

Sarah Fitzgerald, SR2S Program Administrator
Solano Transportation Authority
(707) 399-3219
sfitzgerald@sta.ca.gov

More information about the Safe Routes to School Program can be found online at www.solanosr2s.ca.gov

Below are links to SR2S Enforcement Best Practices:

- National SRTS: Role for Law Enforcement resources & case studies <http://apps.saferoutesinfo.org/lawenforcement/>
- National SRTS Adult School Crossing Guard Guidelines http://guide.saferoutesinfo.org/crossing_guard/index.cfm

SR2S Advisory Committee Enforcement Contacts

- Cmdr. Andrew White, Suisun City Police Dept.
(707) 421-7383, awhite@suisun.com
- Lt. Mike Greene, Benicia Police Dept.
(707) 746-4248, mgreene@ci.benicia.ca.us

